Developer Agreement Guidebook

Development Services

Revised October 7, 2003

Foreword

The purpose of this ***Developer Agreement Guidebook*** is to assist developers in the preparation and execution of a Developer Agreement within the Olympic Region of the Washington State Department of Transportation (WSDOT). It is not intended to be the sole source of information for Developer Agreement preparation, but rather provide some useful guidance and examples on how a Developer Agreement should be prepared.

As a result, this guidebook should be used as a supplement to other WSDOT manuals such as the Design Manual, Plans Preparation Manual, Utility Manual, and Highway Runoff Manual to name just a few. In addition, this guidebook only covers the preparation and execution of the Developer Agreement, during which time developers will work directly with the Development Services section of the Olympic Region. It does not cover the construction administration of the Developer Agreement, during which time the developer will be assigned to an Olympic Region Project Engineer's office.

This guidebook will be updated as necessary, and an electronic up-to-date version will be posted on the Olympic Region Development Services Homepage at **http://www.wsdot.wa.gov/regions/Olympic/developmentservices/**. In addition, questions or comments regarding this guidebook may be directed to the Olympic Region Development Services Engineer at (360) 357-2736.

Dale C. Severson, P.E.
Development Services Engineer

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Introduction

Welcome to the ***Developer Agreement Guidebook***. The Development Services section of the WSDOT Olympic Region prepared this guidebook to assist developers in the preparation and execution of a Developer Agreement. Because the agreement preparation process can take six months or longer to complete, it is important that the developer understand the requirements of the Development Services section.

Development Services has implemented a new, more streamlined procedure for the review and preparation of a Developer Agreement. The Plan for Approval (previously referred to as the Channelization Plan or Chan Plan) will be processed first, with no other plans being reviewed until this plan is approved. Upon Department approval of the Plan for Approval, all other required plans and special provisions must be submitted in one Full Package Submittal for review. If any plans or specials are missing from this Full Package Submittal, such as Traffic Control plans, then the rest of the package will not be reviewed until the missing components are submitted. A checklist that better explains this new process is listed under the section titled ***Developer Agreement Submittal Checklist***.

A typical Developer Agreement has all the engineering plans and special provisions prepared by the developer. Development Services reviews those plans and specials, and upon final approval, will then prepare a Developer Agreement. The developer then signs this completed Developer Agreement, and if required, has the applicable local agency sign the agreement. The developer then returns the signed agreement to Development Services for final signature execution by the Olympic Region Administrator. After the Developer Agreement is executed by the WSDOT, the developer will be assigned to an Olympic Region Project Engineer's office for construction administration of the project specified in the Developer Agreement.

This guidebook is divided into information on both the general requirements of a Developer Agreement as well as the individual requirements of specific plan sheets and special provisions that may be needed. In addition, this guidebook includes examples of typical plan sheets and specials, for guidance purposes only, to help the developer prepare a Developer Agreement. It also makes reference to the various WSDOT manuals that are needed to assist with the preparation of the plans and specials provisions.

Because each Developer Agreement project is different, this guidebook will not necessarily include information or examples of all the plans and specials needed. Therefore, it is the responsibility of the developer to use this guidebook for guidance only, with the ultimate responsibility being on the developer to provide all the plans and specials required.

Types of Developer Agreements

An agreement between the developer and the Department is necessary before any construction can occur within the State right-of-way. This includes projects proposed by Federal, State, Tribes, and Local Agencies, as well as private developers. The agreement is a legal document that lists all of the parties involved, states their rights and responsibilities and describes the proposed work. It typically contains a two-page standard agreement form, a Right-of-way sheet, and the complete set of approved special provisions and plans.

Generally there are three types of Developer Agreements that may be used by developers. The Development Services section of the Olympic Region processes all three types of agreements with ultimate approval by the Olympic Region Administrator.

The three types of agreements used are:

?? "***Developer Agreement: Construction by Developer at Developer Expense***" This is the most common type of agreement. It is a two party agreement between the developer and the Department.

?? "***Developer / Local Agency Agreement: Construction by Developer at Developer Expense***" This is the second most common type of agreement, known as a "Three Party Agreement". It involves the developer, a Local Agency (typically a city or county) and the Department. This type of agreement is required if part of the improvements to be constructed will be turned over to the local agency for maintenance after construction. It is also required if a maintenance easement from the local agency is necessary for the Department to maintain the completed facility, as with signal loops that extend onto a county road.

?? "***Developer Agreement: Construction by the State at the Developer's Expense***" Under this form the Department agrees to build the project for the developer, either by adding the developer's work to a state contract, or as a separate project.

Reimbursable Account

The Department requires that all review for Developer Agreement preparation be reimbursed. As a result the developer must bear all actual direct and indirect related expenses associated with the agreement process. Such costs include, but are not limited to: technical plan reviews, correspondence, meetings, preparation of the Developer Agreement, administrative overhead, construction administration, and any field office inspection during the actual construction of the roadway improvements.

The reimbursable account is set up prior to any plan review. To set up this account, Development Services will send the attached letter (or one similar to it) to the developer based on the work being done, requesting signature and a bond to authorize this account. Typically a $5000 bond will be requested, but the actual amount may be greater depending on the complexities of the project and the review time anticipated. Upon receipt of the signed letter with bond, Development Services will have a reimbursable account set up and assigned to the specific Developer Agreement. Once the account is opened, notification will be sent informing the developer that the reimbursable account is active and review may proceed. Please note that an account cannot be opened unless a Federal Tax Identification Number (FTIN) or Social Security Number is submitted.

Any costs incurred by the Department on behalf of the Developer Agreement project will be billed on a monthly basis to the address listed on the letter, unless otherwise directed. Failure to pay in full each month will stop the review and approval process of the project. The surety bond submitted with the Developer Agreement will not be released until the Developer Agreement project is fully constructed and accepted by the state and all invoices have been paid in full. Please be advised that should ownership of the project change prior to completion, it will be necessary for the new owner write a letter of explanation to WSDOT with a new bond issued and signed by whomever is liable for the costs relating to the project.

In place of a bond, the developer may elect to submit a check instead. The money will either be held until all invoices have been paid in full, or the WSDOT may elect to deduct unpaid charges from the payment deposit at project completion. In either case, any money left over at the end of the Developer Agreement process will be reimbursed, without interest. Be advised that any refund will normally be refunded within 60 days after the Region Financial Services office has received notification of project completion and all project costs have been billed and paid for the project.

Reimbursable Account Example Letter

March 9, 2003

Mr. John Doe, P.E.
Engineers, Inc.
1234 Main Street
Olympia, WA 98513

Re: SR161, MP 12.34 Right Vicinity
Big Store
E.C. File No. 2000-0123-P

Dear Mr. Doe:

The channelization and other improvements necessary for mitigation of traffic impacts on SR 161 will require the execution of a "Developer Agreement". The agreement process will require a technical review and approval by the Department prior to construction. The actual, direct and related expenses associated with the review process are the obligation of the proponent. Such costs include, but are not limited to: technical plan reviews, correspondence, meetings, preparation of the "Developer Agreement", administrative overhead, construction administration, and any field inspection during the actual construction of the roadway improvements.

A reimbursable account number will be assigned to your project upon receipt and approval of this signed letter of authorization. ***Any costs incurred by the Department on behalf of this project will be billed on a monthly basis to the name and address listed above unless requested otherwise.*** Failure to pay in full each month will stop the review and approval process. Payments not made within 30 days of receipt of invoice may be charged interest at the appropriate legal rate which is currently 1% per month. To secure payment of the potential costs incurred in the review process, the Department requests that a Bond or an assignment of escrow in the amount of $5,000.00 accompany the endorsed original copy of this letter**.** Please be aware that the total reimbursable expenses for your project may exceed $5,000.00.

Please provide, within **15** days of the above date, the appropriate endorsement below, including Tax Identification Number (T.I.N.), acknowledging the terms and conditions of the review process.

Upon receipt and approval of this endorsed letter with bond, the Department will sign and return a copy of the approved letter for your files and initiate the review process. Should you have any questions, please contact Dan Hansen at (360) 357-2725.

Sincerely,

Dale C. Severson, P.E.
Development Services Engineer
WSDOT, Olympic Region

PROPONENT'S ENDORSEMENT BY:	**WSDOT APPROVAL BY:**
Signature_____	_____
Print Name_____	RANDALL A. HAIN
Title_____	Olympic Region Administrator
F.T.I.N._____	
Date_____	Date_____

Manuals and Resources

All submitted plans and specials must be designed in accordance with the requirements of the latest editions of WSDOT publications including, but not limited to, the Design Manual, Plans Preparation Manual, Standard Plans, Standard Specifications, and the Highway Runoff Manual. Updated editions of these manuals may be purchased, and in most cases reviewed and downloaded free, by accessing the WSDOT Engineering Publications homepage at http://www.wsdot.wa.gov/fasc/EngineeringPublications/. A recent addition to the aforementioned resources is the Engineering Publications CD Library. This resource can be ordered through the website mentioned above or by contacting Matt Love of the Publications Division directly. For a cost of $10.00 you will receive a two year subscription to the WSDOT Engineering Publications CD Library on compact disc. Fully updated and delivered to your doorstep every six months.

The following sections of this guide list some of the applicable WSDOT manuals and the sections within those manuals, that are most appropriate to the section being discussed. While this guidebook attempts to list the most applicable manuals and the sections from those manuals for guidance, the listed sections should not be considered the only sections to be used from those manuals. It is the developer's responsibility to obtain and use all applicable manuals and other resources available to properly design the highway improvement being proposed.

Manuals that are contained on the Engineering Publications CD Library or that can be down loaded from the WSDOT Engineering Publications homepage include, but are not limited to:

Construction Manual
Design Manual
Highway Runoff Manual
Hydraulics Manual
Plans Preparation Manual
Sign Fabrication Manual
Standard Plans
Standard Specifications
Traffic Manual
Utilities Manual
Washington State Modifications to MUTCD
Work Zone Traffic Control Guidelines

Developer Agreement Submittal Process

The WSDOT will require a complete Developer Agreement package submittal as described below before a project can be reviewed. The time needed for the Department to review, prepare, and execute a Developer Agreement is primarily based on the quality and completeness of the plans submitted. **(See Flow Chart's in Appendix)** When a submittal is incomplete, such as missing the special provisions or not including a complete set of plan sheets, it becomes very difficult for the Department to review the submittal in a timely and effective manner. This often results in time delays and frustrations to both the developer and WSDOT. In most cases the Developer Agreement preparation process requires a minimum of four months to complete, with most agreements taking six months or longer.

To expedite this process and to assist developers in submitting complete review packages, we have prepared the attached **DEVELOPER AGREEMENT SUBMITTAL CHECKLIST**. Please use this checklist to make sure your submittal includes all the applicable plan sheets and special provisions.

The review is a two step process. However, in the case of a new signal or a signal modification the process is increased to four steps. If a signal is proposed the first step will be for the developer to submit a Signal Permit with Warrants for review and comment. See the section on **Signal Plans**. If no signal is proposed then the initial step is the ***Plan for Approval*** (previously referred to as the "channelization plan or chan plan"). This plan is the basic 'blueprint' for designing the rest of the needed highway improvements. Approval of this plan means the Department is in agreement with the *design concept* of the proposed improvements. The next step, after approval of the **Plan for Approval**, is for the developer to submit a Preliminary Signal Plan if applicable. See Design Manual section 850.06(10). If no signal is proposed this step then becomes the **Full Package Submittal.** The **Full Package Submittal** only occurs after Department approval of the ***Plan for Approval*** and is the full submittal of ***all*** the remaining applicable plan sheets and special provisions submitted in **one complete package**. This Full Package Submittal should include all required plans such as, but not limited to, the Site Preparation Plan, Drainage Plan, Utility Plan, Paving Plan, Signing Plan, Illumination Plan, Traffic Signal Plan ,Traffic Control Plan, and any other applicable plans or special provisions as highlighted in the attached checklist.

Please be advised that all incomplete Full Package Submittals will be **returned** without review, and that no Full Package Submittal review will be started until the Plan for Approval has been approved.

With few exceptions, all submitted plans and specials must meet the requirements of the latest editions of WSDOT publications including, but not limited to, the Design Manual, Plans Preparation Manual, Utilities Manual, Standard Plans, Standard Specifications, and the Highway Runoff Manual. Updated editions of these manuals may be purchased, and

in most cases reviewed and downloaded free, by accessing the WSDOT Engineering Publications homepage at http://www.wsdot.wa.gov/fasc/EngineeringPublications/. In addition, the Olympic Region Development Services *Developer Agreement Guidebook* has checklists and examples of previously approved plans.

The Department's initial review of the Plan for Approval will take about three weeks before comments are returned. Subsequent reviews of this plan will require up to two additional weeks each time the plan is resubmitted. The initial review of the Full Package Submittal will take approximately 4 weeks before comments are returned, with subsequent reviews requiring up to three additional weeks for each resubmitted set of plans and special provisions. The number of reviews required is directly related to the quality and completeness of the material submitted.

Thank you for your cooperation! Any questions regarding the requirements of the **DEVELOPER AGREEMENT SUBMITTAL CHECKLIST** should be directed to the Olympic Region Development Services reviewer assigned to your project.

Developer Agreement Submittal Checklist

?? **SIGNAL PERMIT WITH WARRANTS** (if applicable, see **Signal Plans and Special Provisions**)

?? **PLAN FOR APPROVAL SUBMITTAL** – **Three** full size plan sheets and **three** half size plan sheets shall be submitted. Half size plans shall be 17 inch by 11 inch.

____ Plan for Approval

?? **PRELIMINARY SIGNAL PLAN** (if applicable, see **Design Manual section 850.06(10)**)

?? **FULL PACKAGE SUBMITTAL -** The Full Package Submittal shall be submitted ***after*** Department approval of the Plan for Approval. Unless otherwise noted, **three** full size sets and **eight** half size sets of plans shall be submitted. Half size plans shall be 17 inch by 11 inch. (Please include the approved Plan for Approval with your submittal.)

____ Roadway Sections

____ Site Preparation

____ Drainage Plan

____ Drainage Supporting Calculations - (2 sets of calculations required)

____ Temporary Erosion and Sediment Control (TESC) Plan – (2 copies required)

____ Utility Plan

____ Paving / Channelization Plan

____ Illumination Plan

____ Traffic Signal Plan

____ Signing Plan

____ Signal Special Provisions (4 sets of specials required)

____ Traffic Control Plan

____ Construction Estimate (2 copies required)

____ Applicable Special Provisions

____ Any Additional Special Provisions, Plans, or Details required as requested below:

____ _____

?? **OTHER REQUIREMENTS**

____ Spill Prevention Control and Containment (SPCC) Plan - (2 copies required). **

____ Fugitive Dust Plan - (2 copies required). **

** **(Approved version due at Pre-construction conference)**

Design Matrix Procedures

The Department's Design Manual provides guidance for three levels of design for highway projects: basic, modified, and full design levels. The design matrices within chapter 325 of the Design Manual are used to identify the design level(s) for a project and the associated processes and approval authority for allowing design variances. There are five design matrices identified by route type. Two of the matrices apply to the Interstate highways and the other three apply to non-interstate highway projects.

The five matrices are:

Design Matrix 1 – Interstate Routes (Main Line)
Design Matrix 2 – Interstate Interchange Areas
Design Matrix 3 – NHS Routes (Main Line)
Design Matrix 4 – Non-Interstate Interchange Areas
Design Matrix 5 – Non-NHS Routes

The National Highway System (NHS) consists of highways designated as a part of the Interstate System, other urban and rural principal arterials, and highways that provide motor vehicle access between such an arterial and a major port, airport, public transportation facility, or other intermodal transportation facility. Please see the Design Manual chapter 325 for those state highways, or portions thereof, which are designated as part of the National Highway System.

Selection of a design matrix is based on the highway system (Interstate, non-NHS and other NHS) and location (main line or interchange). Please follow Design Manual guidance for all projects except as noted in the design matrices and elsewhere as applicable.

Plan for Approval

An **Plan for Approval** is required whenever the impacts of a development necessitate new channelization, or revisions to existing channelization. As mentioned in the **Developer Agreement Submittal Checklist** section, the approval of the Plan for Approval is required prior to the submittal of the rest of the required plans and special provisions. This is because the approved Plan for Approval acts as the blueprint for the rest of the required improvements, such as illumination, drainage, and signals, etc.

The Plan for Approval shall include all the geometric dimensions of the roadway such as lane widths, shoulder widths, taper lengths, corner radii, etc. This plan shall also show all existing access connections, both public and private, on both sides of the state highway as well as briefly label what the access connection serves. This plan shall also include the required design data verifying the improvements being proposed.

Be advised that any channelization outside of the state highway right-of-way will require written confirmation from the applicable local agency that this channelization meets the local agency's design standards. In addition, the Developer should also check with the local transit agency to determine if bus stop pullouts are required by the local transit agency.

The Plan for Approval, once the engineering details have been approved, must be resubmitted on Mylar. The WSDOT will keep the Mylar and return a signature-approved copy to the developer to be used for the preparation of the rest of the required plans.

The Plan for Approval document will be considered valid for one year from the approval date. In the event that one-year passes the Department may request that the Plan be re-reviewed for any new design manual criteria. If required by the Department, a new plan will need to be submitted and approved.

For more information see:

- ?? Design Manual Chapter 910
- ?? Standard Plans
- ?? Standard Specifications
- ?? Plans Preparation Manual
- ?? Utilities Manual
- ?? Manual on Uniform Traffic Control Devices (MUTCD)

Plan for Approval Checklist

Please insure that each Plan Component is included on the plan sheet.

Yes	No	N/A	Plan Component
			Each sheet should contain a title block that includes: State Route number; Project name, intersection or interchange name (if different from project
			Intersection plans use 1:50 scale. Interchange plans use 1:100, if enough detail can be clearly shown.
			Show all street and highway alignments with stationing, names and/or designations.
			There should be an signature block for approval on each sheet. Under the date it should say "GEOMETRICS APPROVED WITHIN STATE HIGHWAY RIGHT OF WAY ONLY".
			The title of the design block should contain the type for route (NHS or Non NHS), interstate or non-interstate, type of funding I2, P1, etc. Example: DESIGN DATA FOR NHS ROUTE NON - INTERSTATE I2 SAFETY IMPROVEMENTS Design data block should contain: Functional Classification (interstate, principal arterial, minor arterial, collector), Design Class (MDL-7, P-3, etc.), Access Control (class 1-5), Terrain (mountainous, rolling, level), Design Speed (MPH), Posted Speed (MPH), Design Vehicle (WB-20, WB-15, WB-12, and SU for metric or WB-65, WB-50, WB-40, and SU for English), and Percent Trucks for each road shown on the plans. If the Plan is made up of more than one sheet, this information need only be on the first sheet.
			Each sheet should have a scale and North arrow. If there is a match line to a portion of the plan on the same sheet but oriented differently, it should have it's own North Arrow. There should never be more than one scale on a sheet.
			Each sheet should have the Township and Range at the top and also have section numbers shown on both sides of the section line.
			Check all match lines to ensure they do match.
			For all plans a Traffic Data Diagram for present and horizon year is needed. It should show the design hourly volume (DDHV) for each turning and through movements and average daily traffic (ADT) for the through movements only.
			Show all driveways and accesses on both sides of the roadway.
			Label WSDOT Right-of-Way Lines, access control and turnback lines. Ensure there are no accesses in the access controlled areas.

			Check curve data to ensure they match the PT's, PC's and bearings shown on the plans and check curve data for compatibility with design speed, stopping sight distance, vertical alignment. If a curve is not superelevated place a dash (-) in the box, do not put a zero.
			Curve data for an individual curve should only appear once in the plans, on the sheet where it's PI appears. If the PI is beyond the limits of the job and not shown on any of the plan sheets but a portion of the curve is shown, place the curve data in the curve box on the sheet nearest to it's PI.
			Label all intersection corner radii.
			Where new construction matches into existing, show a minimum of 100 feet of existing highway.
			Label all centerline alignment tangent bearings.
			All stationing should have a prefix with the possible exception of mainline stationing.
			Label station equations at the intersection of all centerline alignments.
			Label angles at centerline alignment intersections, if they are both tangent where they intersect.
			Label all lane and shoulder widths. These widths should be listed at the beginning and ending of the project (where they match into existing), at all match lines, and at the beginning and end of all width changes (tapers).
			All tapers should show beginning/ending station and width or beginning station, taper rate and width.
			Show all left turn turning paths and label the radius.
			Show directional arrows, indicating direction of traffic flow near the beginning and ending of the project.
			Show all pavement markings, arrows, stop bars, crosswalks, etc.
			Label sidewalk widths, if applicable.
			Lay turning template for the design vehicle over every turning movement. Ensure that each movement can be made without encroaching on an adjacent lane, shoulder, traffic island, sidewalk, etc. Then check turning template of largest possible vehicle to use the facility, encroaching on adjacent lanes or shoulders is permissible but encroaching on curbs, traffic islands, or leaving the pavement is not.
			Does the local transit agency require bus stop pullouts and/or are there existing pull-outs, and if so, do they meet current

			WSDOT design criteria?
			If any of the channelization is located outside of the state highway right of way, then written conformation from the applicable local agency is required to verify this channelization meets the local agency's design criteria.
			Is the plan clear and easy to read? No other items such as illumination, drainage, utilities, etc should be shown on this plan.
			All drafting conventions shall be to Plans Preparation Manual standards. No colors shall be used (i.e. use only black and white).

Roadway Section

A roadway section must be included in the plan set any time lane or shoulder widening is required. The roadway section is a cross section of the highway, showing the depths and types of materials to be used and their relative locations in the roadway prism. The roadway section must also note the depth or height and slope of all cuts and fills. More than one roadway section may be required if the project is complex. The roadway section must be reviewed and approved by the Region's Materials Engineer before the Developer Agreement can be executed.

Department policy requires that new construction match existing pavement depths. A description of the existing pavement section and recommended surfacing depths for your project are available, upon request, from the Region's Materials Engineer. Generally, shoulders must be constructed to the same standards as actual driving lanes. When removal of existing shoulder material is required, saw cutting or planing is required to leave a smooth, clean construction joint. The existing shoulder material must be removed to an appropriate depth to allow for placement of the recommended surfacing material.

The roadway prism must have adequate drainage. This can be accomplished by the use of ditches or underdrains. If a ditch is required as part of the project, the bottom of the ditch must be a minimum of 0.5 feet below the bottom of the subgrade. If soils are free draining and the water table is well below subgrade year round, this requirement may be waived. However, documentation must be supplied in the Geotechnical Report to justify the waiver. For more detailed design information see Section 640 of the Design Manual.

Roadway Section Checklist

Please insure that each Plan Component is included on the plan sheet.

Yes	No	N/A	Plan Component
			All lane and shoulder widths called out on the drawing.
			Center Line of roadway shown.
			Slope of pavement surface shown as a %.
			All new pavement thicknesses shown on drawing and labeled or described in legend.
			All new surfacing thicknesses shown on drawing and labeled or described in legend.
			Cut and fill depths and side slopes shown on drawing and slopes labeled.
			Ditch section or under drain shown on drawing. Base of ditch shown as 0.5 feet minimum below base of subgrade.
			Roadway section is labeled and, if more than one roadway section is required, the stationing where each section applies is called out in the sub title.
			Ditch inslopes shown on drawing and labeled.
			Other:

Utility Plan

Utilities are usually impacted through the course of a project. The size and scope of a project may influence how utilities are handled. The following is a general set of guidelines, which can be used to answer many utility related questions.

A utility plan is required for all projects. The purpose of a Utility plan is to identify all utilities that exist within the project limits and provide information for a conflict analysis. A conflict analysis will determine which utility facilities will need to be adjusted or relocated within the project limits. In order to accurately determine the horizontal and vertical location of the buried utilities at critical points, it may be necessary to work with the utility owner to locate the utility facilities by digging test holes ("potholing"). In some instances where there are numerous utilities that may be affected and reliable, detailed information is not available, it may be desirable to utilize the services of a firm that specializes in locating utilities or a Subsurface Utility Engineering (SUE) firm.

The utility plan will include the following information:

1. Highway alignment and right-of-way.
2. Proposed roadway configuration, as shown on the channelization plan, including final location of all driveways and intersecting roads.
3. Locations of all existing utility facilities and appurtenances, such as lines, poles, cabinets, vaults, valves, and hydrants. Refer to the Plans Preparation Manual (M22-31) for standard symbols and conventions.
4. Distance from the proposed outside edge of the through lane (fog line).
5. Height of lines for above ground utilities.
6. Depth for underground utilities.
7. Other applicable information, such as pipe size, voltage, size of telecommunication lines, etc.

The first three items must appear on the utility plan sheet. The remaining items may be shown on the utility plan or may be included in tabular form on the same sheet or separate sheets. For further clarity it may be desirable to include roadway sections showing the proposed roadway in relation to the affected utilities.

It is the developer responsibility to determine the utility conflicts associated with the project and to work with the owners of the affected utilities to provide relocation strategies that are acceptable to the department.

If Utility Relocations are necessary on the project and the utility is situated within the state right of way, new permits will be required if the utility will be situated within the right of way after the project is complete. These permits need to be in place before any construction activity.

It is the department's policy that underground utilities will not be located beneath the

improved surfaces of the right of way including ditch & fore slopes. Utility Policy also prohibits open cut type installations. All utilities must comply with Control Zone requirements as specified in the *Utiliies Manual.*

It is the responsibility of the developer to coordinate relocation activities directly with the impacted utilities. This coordination also includes working with the Utility owner on any costs associated with relocation or adjustment of facilities. Additionally, Utility installations or adjustments within the right of way may require WSDOT inspection, the cost of which will be the responsibility of the developer. If the Department has a fully funded (design and construction) project for the same location, a higher level of coordination will be necessary to facilitate both projects and a savings may be realized

Utility plans need to be approved by the Regional Utilities Engineer before the execution of a Developer Agreement.

It is the developer's responsibility to determine the utility conflicts associated with the project and to work with the owners of the affected utilities to provide relocation strategies that are acceptable to the Department and consistent with the State Utilities Accommodation Policy.

If relocation of utilities will be necessary on the project, the applicable utility relocation forms must be completed and accompany the utility plan. Copies of the *Utility Object Relocation Record - Above Ground Objects* and the *Utility Relocation List - Underground Utilities* are provided on the following pages for your use.

It is the Department's policy that underground utilities will not normally be located beneath the driving lane, shoulder, or ditch foreslope except for utility crossings. Exceptions for existing utilities will be considered on a case-by-case basis where roadway widening is proposed. All above-ground utility facilities must comply with the WSDOT Utility Control Zone Guidelines in Appendix 5 of the Utilities Manual.

Most utilities exist within the state's right-of-way by utility permit or franchise. In general, the developer will be responsible for utility relocation costs where the roadway improvements are for the benefit of the developer, such as driveways, deceleration and acceleration tapers, auxiliary lanes and turning lanes associated with access to the development. Where roadway improvements are being made that are for the benefit of the general public, such as additional through lanes, the utilities that are under WSDOT utility permit or franchise may be required to relocate at their own cost. Projects will be evaluated on a case-by-case basis.

Concurrence in the proposed utility plan and required utility relocation is required by the Region Utilities Engineer prior to execution of the Developer Agreement.

Utility Service Connections:

Coordination of utility service connections for facilities that require electrical power or telephone service, such as signal systems or illumination, will be the developer's

responsibility. The developer will establish the new service account in the developer's name. The developer will be responsible for all initial service connection costs and fees and will be responsible for all usage costs prior to final inspection and acceptance. After final inspection and acceptance by the state, the account will be transferred to either WSDOT or the applicable city or town. The WSDOT will be responsible for transferring any accounts to itself, while the developer is responsible for transferring any accounts to the applicable city or town.

For more information see:

- ?? Utilities Manual Appendix 5, 6, and 7
- ?? Utilities Accommodation Policy
- ?? Plans Preparation Manual Chapter 5

For technical reference information, contact list and permitting information see:

- ?? http://www.wsdot.wa.gov/regions/olympic/utilities

Utility Plan Checklist

Please insure that each Plan Component is included on the plan.

Yes	No	N/A	Plan Component
			A base map showing the highway alignment, right-of-way, proposed roadway configuration, driveways, and intersections.
			The location of all existing utilities using standard symbols.
			Notes or a table, showing the type, height, depth, size, voltage and offset from edge of through lane (fog line) for each utility.
			Other:

Stormwater Runoff Treatment

Drainage plans and supporting calculations are required any time stormwater enters the state Right-of-way from the project site. Any potential degradation in water quality, or increase in the surface water runoff generated by the site, will require appropriate stormwater mitigation in accordance with the Department of Ecology's Stormwater Management Manual, or the local jurisdiction's stormwater standards if more stringent, prior to discharge to state right-of-way.

A Hydraulic Report along with drainage plans may be required.

A statement of the criteria used in the drainage design and the storm water management principles used in the drainage design, if applicable, should accompany the plans. A complete set of hydrologic and hydraulic calculations must be submitted in support of the plans. Please include details of any temporary erosion control measures (in the form of a Temporary Erosion and Sediment Control "TESC" Plan) that will be used to prevent harmful materials from entering the highway drainage system. The plan packet must include the items listed in the checklist below to be considered complete.

For more information see:

- ?? Hydraulics Manual
- ?? Standard Plans Manual Section B
- ?? Highway Runoff Manual

For more information on completing and submitting a TESC Plan see http://www.wsdot.wa.gov/eesc/environmental/TESCChecklist.pdf.

Stormwater Runoff Checklist

Please insure that each Plan Component is included on the plan sheet.

Yes	No	N/A	Plan Component
			A contour map showing pre and post development contours with all contributing drainage areas outlined.
			The location and dimensions of all stormwater treatment facilities (e.g. ponds, swales, etc.).
			A site plan showing finished grade elevations for roadways, road approaches, and paved areas.
			The site plan should include all streams, wetlands, and other bodies of water.
			All inlets: size, type and location.
			All manholes: size, type and location.
			All pipe sizes.
			All inlet, outlet and invert elevations.
			Location and details of the connection to the highway drainage system for all oil/water separators, flow restrictors, siltation basins, or detention ponds.
			Other:

Pavement Markings

A pavement marking plan shows the type, size and location of the pavement markings. It is required if there are any striping changes and/or additions. Pavement marking plans are based on the approved Plan for Approval and may be included on the Plan for Approval if the resulting plan is not crowded and is easy to read. Pavement marking plans are the only details that may be added to the Plan for Approval.

The type of pavement markings should be designated using the standard terminology listed in section 8-22 of the Standard Specifications. The type of pavement marking, paint, plastic or raised pavement marker (RPM), should also be noted.

For more information see the following manuals:

Standard Specifications Section 8-22
Design Manual Chapter 830
Standard Plans Manual Section H
The Manual on Uniform Traffic Control Devices (MUTCD)
The Sign Fabrication Manual

Pavement Marking Checklist

Please insure that each Plan Component is included on the plan sheet.

Yes	No	N/A	Plan Component
			All pavement markings to be installed are shown, including the spacing and placement per WSDOT standards.
			All pavement markings to be removed are shown and called out on the drawing.
			The style and type of material, such as painted, plastic or RPM, must be specified for all types of pavement markings. See the Standard Plans and Standard Specifications for the proper titles.
			Any striping details necessary to clarify the proposed changes.
			Add pavement markings for junction boxes and drainage features.
			Other:

Illumination

Basic illumination is required at signalized intersections and channelized intersections such as left turn lanes, as required in the Design Manual. Right turn lanes and two-way left-turn lanes usually do not require illumination. For a simple project, illumination may be added to another plan sheet, but not on the Plan for Approval.. Larger projects will require a separate illumination sheet. The illumination plan should show the location of light standards, mounting height, size, and type of all luminaires , all wiring details, size and type of service, source of power, and foundation information.

Illumination systems on a non-limited access state highway within an incorporated town or city will ultimately become the responsibility of the town or city involved. However, in most cases at the town or city's request, the Department will take the lead on the review and approval of any illumination. Illumination for traffic signals will remain with the Department for those towns and cities with less than 22,500 population.

It is the developer's responsibility to inform the city or town involved that they will be responsible for the maintenance and repair and also the payment of all electrical bills upon completion and acceptance of the illumination system.

See the Design Manual for the design requirements of illumination. One basic requirement is that all light standards should have a slip base for driver safety. In addition, a soils report to verify foundation design may be required for the light standard base (see Geotechnical Report section). All J-boxes must be located (or relocated) outside any traveled lane. In addition, J-boxes must be flush with the top of the finished pavement or at ground level and have the appropriate pavement marking showing their location on the pavement.. J-box spacing cannot exceed 200 feet in spacing. All equipment, including service drops, must be installed within the state highway Right-of-way.

The developer is required to maintain existing illumination at all times, as per Standard Specification 1-07.23(1). This may require temporary connections and/ or system to keep the facilities operational. The Department must inspect any new services prior to hook-up. In addition, it is the developer's responsibility to contact the appropriate utility for hook-up prior to final inspection by the Department. The developer must furnish the utility with load calculation information and the number of luminaires being installed. The account should be set up in the developer's name and will be transferred to the Department or the applicable city or town after final inspection and approval by the Project Engineer. The Department will only accept metered service.

For more information see:

- Design Manual Section 840
- Standard Plans Manual Section J
- Traffic Manual Chapter 4

Illumination Checklist

Please insure that each Plan Component is included on the plan sheet.

Yes	No	N/A	Plan Component
			A base map showing the highway alignment, accesses, and intersections.
			A Lighting Schedule, showing the location of all new or relocated light standards, their location by station, offset from lane edge, and required mast arm length.
			A wiring schedule, showing the type and size of conduit and conductors to be used.
			A breaker schedule and lighting schedule.
			The location and type of power source and the type of service to be installed.
			Any general construction notes necessary to complete the work.
			Other:

Signal Plans and Special Provisions

Signal plans are required any time there is a new signal installation or a modification of an existing signal system. Developer Agreements that include signal work usually end up being the most complex agreements prepared due to the numerous signal plans and special provisions required.

Before any formal signal design review may begin, a Signal Permit must be obtained. The developer may request from Development Services an original 5-part Signal Permit form **(See Appendix)**, which requires a signal warrants analysis and other documents as specified in the form. The developer completes the permit package and submits it to Development Services. Development Services will then forward this package to the Region Traffic Office for processing. Upon approval of the signal permit by the Region Administrator, a signal permit number will be assigned to the project from the Olympic Service Center Traffic Office.

Once a signal permit number has been assigned, Development Services will allow the signal design and special provisions to be submitted as described in the **Full Package Submittal** section. Again, please note that all applicable plans and specials must be submitted in one complete package or the review by Development Services will not begin.

The signal design shall cover all aspects of the signal. These include, but are not limited to, a plan view of the intersection showing the location of all mast arms, signal heads, and detection loops, as well as a phase diagram, a signal display detail, a wiring schedule, a breaker schedule, a wiring diagram, a signal standard detail chart, the foundation depths with supporting soils report (see Geotechnical Report), and construction notes as required. In addition, signal special provisions will be required.

One requirement of any signal design is that a pre-signal design meeting must be held with the Region's Signal Superintendent. Upon request, Development Services will schedule this meeting to be held at the Region's main office in Tumwater.

For a new signal installation, it is the developer's responsibility to contact the appropriate utility for power and telephone hook-up prior to final inspection by the Department. The account should be established in the developer's name and will be transferred to the Department after final inspection and approval by the Project Engineer and/or Signal Superintendent. The Department will only accept metered service and all signal poles, J-boxes, electrical service cabinets, etc., shall be located within state highway right-of-way.

Please refer to the following manuals for assistance in preparation of your plans:

Design Manual Chapter 850-1
MUTCD Section 9 - 29
Standard Specifications Section 8-20
Standard Plans Manual Section J

Signal Plan Checklist

Please insure that each Plan Component is included on the plan sheet.

Yes	No	N/A	Plan Component
			The proposed channelization layout of the intersection including an approved Plan for Approval..
			Location of new and existing signal poles.
			Location of new and existing mast arms, showing length and orientation.
			Location of new and existing conduit, junction boxes, and known utilities.
			Corner and left turn radii including beginning and ending points.
			New and existing signal head and pedestrian head placement, type and configuration.
			Location of new and existing crosswalks, wheelchair ramps, and push buttons.
			Detector loop locations in sound pavement.
			Advance loop locations shall be based on a speed study. Calculations must be submitted with the initial plan set (A calculation sheet is available from the Olympic Region Traffic office).
			Check to verify any conflicts with existing utilities. These problems should be addressed in the Utility Plans.
			Provide a telephone drop for all "stand alone" signal systems.
			All signal and illumination pole foundations design requires a soil analysis. Include a soils analysis in the Geotechnical Report. Signal plans cannot be approved until the Geotechnical Report has been reviewed.
			Controller cabinet specifications are available from the Olympic Region Traffic Design office.
			Location of new and existing luminaires, including wiring.
			Show all stop bars.
			Show location and type of emergency vehicle preemption.
			Show phase sequence diagram.
			Include a copy of the special provisions and proposed equipment lists.
			All applicable Special Provisions.
			Other:

Signing Plans

A signing plan will be required if signs are added, removed, or relocated as a result of the proposed roadway improvement. Most projects do not show signing on a separate signing plan, adding them to another plan sheet that is not already crowded. This is acceptable, provided that the plan sheets are legible and titled accordingly.

If only a few signs are needed, it is acceptable to call out the sign type, size and mounting requirements with a note adjacent to the sign location on the sheet. If multiple signs are required, this information should be noted in a sign schedule table as shown on the sample plan sheet.

The size, lettering style and spacing, graphics and materials for signs are specified in the Sign Fabrication Manual. Please refer to the Appendix for material specifications.

For more information see:

Sign Fabrication Manual
Design Manual Section 8-20
Plans Preparation Manual Chapter 5
Traffic Manual Chapter 2
The Manual on Uniform Traffic Control Devices (MUTCD).

Signing Checklist

Please insure that each Plan Component is included on the plan sheet.

Yes	No	N/A	Plan Component
			All new signs required are shown.
			All signs to be removed or relocated are shown.
			The type, size and location of the sign is adequately specified.
			A drawing of the sign is required for all non-standard signs. No drawing is required if the sign is shown in the Sign Fabrication Manual or the MUTCD.
			The Sign Fabrication Manual sign code number should be entered with the appropriate symbol by each sign, see Chapter. 5 of the Plans Preparation Manual.
			Sign schedule: a table showing sign description, location, size, post material, post size, and installation.
			If a large number of signs are to be added, removed or relocated, so that the plan sheet becomes crowded, a sign specification sheet should be added to the plan set.
			Other:

Traffic Control Plans

Traffic Control Plans (TCP's) are required for every project, including driveway construction, and must be reviewed and approved by the Region's Traffic Control Engineer. No agreement or permit can be completed without them. Traffic control plans are intended to provide a detailed description of how traffic will operate during construction of the project. The plans must fully address the safety of construction workers and the general motoring public while limiting disruption of normal highway operations.

Traffic control plans must cover the entire area affected by the construction project, from the advance warning signs, through the work zone, to the termination area. A separate plan is required for each work area and stage of construction that impacts the highway. The length of the traffic control zone depends on highway speeds, lane configurations, intersections, traffic signals and topographic constraints. In an effort to address all traffic control issues which occur during construction projects, site specific plans and/or project specific typical plans must be developed for each individual project.

Traffic control specifications may also be required especially for projects with high traffic volumes or projects that require additional safety measures.

Please refer to the following manuals for assistance in preparation of your traffic control plans and specifications.

- ?? Manual of Uniform Traffic Control Devices (MUTCD) Part VI
- ?? The Traffic Manual Chapter 5
- ?? Plans Preparation Manual Chapter 4
- ?? Design Manual Chapter 8
- ?? Standard Specifications Section 1-07.23 & 1-10
- ?? Work Zone Traffic Control Guidelines M54-44

Traffic Control Plans Checklist

Please insure that each Plan Component is included on the plan sheet.

(Please refer to the Work Zone Traffic Control Design Checklist in the Design Manual for more specific guidance.)

Yes	No	N/A	Plan Component
			Warning area delineated with appropriate signing and spacing for the local speed limit.
			Transition area delineated, lane closure tapers are clearly marked, signs and appropriate barriers are shown.
			Flagger locations called out.
			The ultimate limits of the work area clearly shown on the drawing with the adjacent buffer zone indicated.
			Termination area shown on drawing with appropriate signing.
			Special Provisions, if required, to address work hours or other restrictions.
			Vertical edge or shoulder drop-off protection.
			TCP to maintain traffic during both working hours and non-working hours.
			Intersection control during signal work, loop installation, pavement marking installation, etc. Show all applicable work areas within the intersection.
			Other:

Additional Special Provisions

The following additional special provisions will typically be added to any developer agreement that has new or modified electrical work, such as illumination and/or traffic signals.

Olympic Region Developer Agreement Additional Special Provisions

Illumination Systems on State right-of-way outside incorporated Cities and on ALL limited access State highways

?? WSDOT shall review and approve all illumination plans and special provisions, and all revisions to those illumination plans and special provisions.
?? WSDOT shall inspect and approve all luminaire foundations prior to pouring of concrete.
?? WSDOT shall conduct the final inspection for the illumination system and will not accept the illumination system until any required service agreement is completed.
?? WSDOT shall inspect and approve all new or modified service installations. Any new service (electrical or phone) shall be installed and made functional at the Developer's expense. The WSDOT will instigate transfer of the monthly billing for these services to WSDOT after final acceptance of the project.

Note: A minimum 24 hour workday notice is required to request WSDOT inspection. Please contact the WSDOT Signal Operations office at (360) 357-2616 during normal weekday work hours to arrange inspections.
Note: On non-limited access highways within incorporated Cities, the final ownership and maintenance of the illumination system, including the service agreement, is with the City and not WSDOT.

Traffic Signal Installation and/or modification on WSDOT right-of-way

?? WSDOT shall review and approve all traffic signal plans and special provisions, including pole foundation design, and all revisions to those traffic signal plans and special provisions.
?? WSDOT shall review and approve all revisions to the existing channelization.
?? WSDOT Signal Operations shall be invited to the pre-construction conference.
?? WSDOT shall inspect and approve all signal pole foundations prior to pouring of concrete.
?? WSDOT shall inspect and approve all new or modified service installations. Any new service (electrical or phone) shall be installed and made functional at the Developer's expense. The WSDOT will instigate transfer of the monthly billing for these services to WSDOT after final acceptance of the project
?? WSDOT shall be on-site when traffic loops are installed.
?? WSDOT shall conduct the final inspection for the traffic signal system.
?? WSDOT shall require a three (3) workday written request for any disruption of the normal operation of the traffic signal system.
?? WSDOT shall require adequate pavement markers (either temporary or permanent markers and for either temporary or permanent lane configurations) be installed prior to turning on the new traffic signal or modifying the existing traffic signal. The WSDOT shall make the determination whether the pavement markers are adequate or if more pavement markers are needed.

Note: A minimum 24 hour workday notice is required to request WSDOT inspection and attendance at meetings, except for the three day minimum noted above. Please contact the WSDOT Signal Operations office at (360)357-2616 during normal weekday work hours to arrange inspections and meeting attendance.

Other requirements by WSDOT for work within WSDOT right-of-way

?? All physical work on this Developer Agreement shall be substantially complete within 12 months of the execution of the agreement. Failure by the Developer to complete this work within 12 months will result in the State completing the work and collecting on the Developer's bond to fund the work performed by the State, or other actions deemed appropriate and reasonable by the State.

?? Asphalt concrete pavement for wearing course shall not be placed on any traveled way between October 15 and March 15 without written approval from the Olympic Region Administrator, as outlined in section 5-04.3(16) of the Standard Specifications. At the pre-construction conference, the contractor shall submit to the project engineer the paving schedule showing compliance with this requirement.

?? WSDOT shall be given a contact name(s) and phone number(s) from the Developer in case questions, concerns, or problems arise on the job site.

?? WSDOT shall be given a 24 hour emergency contact name(s) and phone number(s) from the Developer in case of emergencies (e.g. Washington State Patrol) in which the Developer must be contacted ASAP.

?? WSDOT requires that all traffic control shall conform to the latest edition of the MUTCD.

?? WSDOT shall review all structures, including modifications to structures.

?? WSDOT shall review and approve all channelization, including modifications to the existing channelization.

?? WSDOT shall review and approve all change orders that change the specifications, geometrics, or WSDOT funded share (if applicable) within the WSDOT right-of-way.

?? WSDOT shall require a minimum seven (7) workday written request in advance of any lane or road closures.

?? WSDOT will not allow any total road closures to occur, except as specifically allowed and shown in the agreement plans.

?? Any new specific traffic control plan(s) or any proposed modified plan(s) shall be submitted to the WSDOT for review at least ten (10) calendar days in advance of the time the signs and other traffic control devices will be required.

?? WSDOT requires that all material sources be approved prior to the Developer beginning any work.

?? If unsuitable material is encountered during any excavation, it will be removed and replaced to the satisfaction of the WSDOT at 100% Developer cost. The replacement material shall be free-draining and granular, or other materials as determined by the Engineer. See Standard Specifications 2-03.3(3) and 2-09.3(1)C.

?? On-site erosion control measures are the Developer's responsibility. Any problems occurring before final acceptance by the WSDOT and within 18 months thereafter shall be corrected by the Developer. If State forces, equipment, and/or materials are required, all such costs will be reimbursed by the Developer.

Geotechnical Report

A geotechnical report may be required if the project involves any of the following items:

- Bridges
- Retaining walls
- Culverts larger than 1 meter in diameter
- Sign bridges
- Cantilever signs
- Cuts and fills greater than 3 feet deep
- Light standards
- Signals
- Soft soils

A geotechnical report must be prepared by a licensed geotechnical engineer and typically includes a brief geologic history, a description of the subsurface materials, drill logs, a discussion of the bearing capacity of the soils, and foundation recommendations. This data will be used by the Region's Materials Engineer to review and approve the recommendations of the Geotechnical Engineer.

It should be noted that the following situations will require that your project be reviewed by the WSDOT Headquarters Materials Laboratory.

- All Bridges
- Rock Walls higher than 5 feet
- Culverts larger than 3 feet in diameter
- Fills, structures and culverts on soft soils
- Retaining walls higher than 10 feet
- Gabion walls higher than 6 feet
- Cuts and fills greater than 10 feet deep

The Headquarters Materials Laboratory reviews projects from all over the state. Their workload is substantial and projects are reviewed on a first come, first served basis. Please be aware that reviews by the Headquarters may increase the time required for review and approval.

Right-of-Way

All channelization improvements, constructed as part of SEPA mitigations, must be incorporated into the state right-of-way. In most cases, the required widening for turn lanes or shoulder improvements can be accommodated within existing right-of-way. However, if insufficient right-of-way exists, the developer will be required to acquire and donate the necessary land to the Department. The right-of-way must extend far enough beyond the roadway to include the back of the ditch and all utilities as discussed in the Utility Plan section of this guide. Right-of-way plans are available, upon request, from the Development Services office.

Right-of-way donations must be completed before the Developer Agreement is executed. Plans submitted shall show the existing right-of-way line and the proposed donation or easement. The Region's Real Estate Services branch will prepare all Quitclaim Deeds. Right-of-way revisions may be shown on the Intersection Plan for Approval or the Utility Plan if space allows.

Bonding

The Olympic Region will require from the developer a surety bond equal to **125%** of the estimated construction costs of the highway improvement, including all utility work. Bonding for local agency projects is at the discretion of the Olympic Region and in most cases will not be required, depending on the scope of work as well as the anticipated completion time for the work. When bonding is required, the developer may choose to provide either a bond or an assignment of escrow to fulfill this requirement. Most developers choose to bond due to the dollar size of the project.

The bond, or assignment of escrow, will be released when all invoices have been paid and after final inspection and approval of the construction. In most cases, it takes two months for the final inspection charges to be processed through the Region's Financial Services office. The bond, or a portion thereof, will be pursued if the work is not completed to the Department's satisfaction, or fees remain unpaid, after a reasonable amount of time. The Department will give 30 days' written notification prior to any action to collect on the bond. The notice will include a detailed list of the incomplete items or outstanding payments and the name and phone number of the appropriate Department contact. Failure to commit to concrete plans to rectify the deficiency within thirty days of receipt of the notice will result in proceedings to begin with the surety company on collection of the bond.

Spill Prevention Control and Countermeasure (SPCC)

A Spill Prevention Control and Countermeasure (SPCC) plan will be required for all Developer Agreements. The SPCC is required because proper spill prevention planning prior to the start of any developer project can result in reduced environmental damage due to a quick and organized clean-up operation. In addition, a quick and organized clean-up operation can result in significant cost savings to all parties involved.

An example of a previously approved SPCC plan can be obtained from the Development Services homepage at **http://www.wsdot.wa.gov/regions/olympic/planning**.

Because the SPCC plan is usually prepared by the contractor hired to construct the highway improvement, the Olympic Region will allow approval of the SPCC plan to occur after execution of the Developer Agreement, but prior to a pre-construction meeting.

Fugitive Dust

A Fugitive Dust plan will be required for all Developer Agreements in Pierce and Kitsap Counties. The Fugitive Dust plan is required because air quality regulations require the use of control techniques to minimize Fugitive Dust emissions. The "Guide to Handling Fugitive Dust From Construction Projects" will be supplied to the Developer at the beginning of the plans review process. The guide lists some of the regulations that apply. However, the developer should still contact their local Air Pollution Control Agency, County Health Department and/or Public Works Department to find out the specific requirements for the area in which their project is located.

The Fugitive Dust plan will be handled directly through the assigned Project Engineers Office. The approved plan will be submitted at the pre-construction conference. Please contact your Development Services Reviewer for the name of the appropriate Project Engineer.

Preconstruction Conference

A well-planned Preconstruction Conference can go a long way to ensuring a worry free construction project. This meeting is required after the execution of the Developer Agreement, but *before* any construction can begin. The purpose of the preconstruction meeting is to formally start the construction administration portion of the Developer Agreement. Up to this point Development Services is the formal contact point for the developer. Once Development Services has had the Developer Agreement executed, it will be assigned to a Region Project Engineer for construction administration.

A letter will be sent with the approved executed Developer Agreement notifying the developer which Project Engineer has been assigned to the construction administration of the agreement. Once notified, it will be the responsibility of the developer to set up the preconstruction meeting with the applicable Project Engineer. It is recommended that the preconstruction meeting include the prime contractor, subcontractors, and the consulting engineer in the meeting so that all parties will be well represented and informed. The developer will be required to submit a progress schedule and an approved SPCC plan to the Project Engineer at this meeting.

The developer shall not request the preconstruction meeting prior to receiving notification from Development Services that the agreement has been formally executed. Again, no work may begin on state highway right-of-way prior to the preconstruction meeting and approval by the Project Engineer assigned to oversee the project.

The primary items to be covered in the Preconstruction Conference can be found in sections 1-2.1C through 1-2.2C of the WSDOT Construction Manual.

Construction Administration

A Project Engineer will be assigned to review the plans and oversee the construction work on the state highway. The Project Engineer participates in the review and approval process, but is primarily responsible for the enforcement of all contract specifications and provisions after execution of the Developer Agreement to ensure completion of the work as planned. He supervises all Department personnel inspecting the project and is responsible for ensuring that work is performed according to the executed Developer Agreement.

Any proposed changes in the project, after execution of the Developer Agreement, must be reviewed and approved by the Project Engineer. Such changes may be required by the State if on-site conditions do not match conditions as noted on the plans. In such cases, the Project Engineer will notify the developer in writing, stating the specific conditions that must be resolved before the project will be approved and the construction bond released. The developer must submit a written proposal, with plans and supporting documentation, showing what changes will be made to meet the Department's needs and how those changes will be accomplished. These plans must be reviewed and approved by the Project Engineer before construction can take place.

Failure by the Department to catch mistakes on the plans during the review process does not constitute approval and does not make the Department liable for any additional costs resulting from the changes, or construction delays incurred during the review and approval process.

Materials used for construction on the State Highway must meet Department quality standards. Products may require testing and approval by the Department prior to incorporation into the project. Testing and approval requirements are listed in Chapter 9 of the Construction Manual and the Standard Specifications. Some materials require approval of the material source, while others may be approved based on the current edition of the Qualified Products List. For those materials requiring "source approval", a Request for Approval of Material (RAM, WSDOT form 350-071E) must be submitted to the Project Engineer's office and approved prior to incorporation of the material into the project. Please read the Standard Specifications and Construction Manual carefully. The Project Engineer has final approval authority for all materials used in construction of the project. The Project Engineer will assist with the required paperwork.

The project is considered complete, and the bond may be released, when all work has been completed, inspected and approved by the Project Engineer, or his or her representative, and all invoices have been paid as verified by the Region Financial Services Office. Please refer to the following manuals for a more detailed discussion of the administrative process.

- Construction Manual Chapters 1-2.4C, 1-2.5E and 9
- Qualified Products List, current edition.
- Standard Specifications for Road, Bridge and Municipal Construction

Access Connection Permit

The Olympic Region will require the developer to obtain an Access Connection Permit, where applicable, to gain access onto a state highway. Per WAC 468-51, all connections, public or private shall be determined by the department to be in one of five categories. All permits are subject to a non-refundable fee that reimburses the department for application processing, review and inspection. Prior to the beginning of construction of any connection, the department may require the permit holder to provide a surety bond as specified in WAC 468-34. WAC 468-51 governs application submittal, review and conditions.

WAC 468-051 states that a preconstruction conference may be required prior to any work being performed on state right-of-way. This WAC also specifies that substantial construction of the permit must begin within ninety days of the effective date of the permit, and construction shall be completed within 120 days of the date of issuance of the permit, unless a time extension is requested and approved by the department. WAC 468-051 states in part that if there is a significant change, as determined by the department, then a new permit must be applied for and granted prior to any on-site construction to the connection or to the property. In most cases where access connections are requested and approved, the department does not issue/ execute the permit until after the Developer Agreement is complete and has been inspected and accepted by the department.

Appendix

The following includes a flow chart describing the Developer Agreement Process (see Developer Agreement Submittal Process section) as well as an example Plan for Approval. Other example plans are from the Department's Plans Preparation Manual and are included here to provide guidance on the proper preparation of developer prepared plans acceptable to the Department. The last two entries are devoted to an Access Connection Permit application and an example of a completed Access Connection Permit.

Developer Agreement Process Flow Chart

Plan for Approval – Example 1-1

Plan for Approval – Example 1-2

Roadway Sections – Example 2-1

Utility Plan – Example 3-1

Drainage Plan / Erosion Control - Example 4-1

Erosion Control Details - Example 4-2

Drainage Profiles - Example 4-3

Illumination Plan – Example 5-1

Traffic Signal Plan - Example 6-1

Signal Standfard Chart - Example 6-2

Traffic Signal Wiring Diagram - Example 6-3

Interconnect Plan - Example 6-4

Striping Plan - Example 7-1

Traffic Control Plans

Right Lane Closure for Right Turn Construction – Example 8-1

Left and Center Lane Closure – Example 8-2

Right Lane Closure – Example 8-3

Typical Shoulder Closure – Example 8-4